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Accessing the List of Status Reports Issued in Strata Master

Summary

Status Reports in Strata Master are also known as Status Certificates or Section Certificates. When issued there is usually a charge made against the requestor for the service.

Periodically you may wish to check to see what reports have been issued and whether funds are outstanding for report provision.

Overview

This article will provide guidance to reports that will allow cross checking of the issuance of Status Certificates and funds received for those Certificates issued -

- Quick reports for certificates issued.
- Quick Reports for receipts for payments made by receivers of the certificates.
- General Ledger for receipts of payments made by receivers of the certificates.

Note that your Agency will have in place a procedure for issuing an invoice with the Certificate, however this invoice itself is not recorded in Strata Master. It is possible to attach invoices to the bottom of Certificates word document.

Check Quick Reports for Certificates issued

1. Select Quick Reports icon > select the Lots tab when Quick Reports opens

2. Leave the Plan number field clear to capture all Plan, then check that Managed Plans is selected.

3. Search criteria to select is "Show Status Certificate History" in Output Options and "Show certificates issued" and a date range in Other Search Criteria. In this example we shows a month selected.

4. Click the search binoculars and the results will show Status Certificates Issued for that period.

D Quick Reports						
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Corporations Lots Registers Insurance	R & M Receipts Payments Contacts Cr. Invoices Creditors Meetings					
Owners Corporation Details	Output Options Other Search Criteria					
Plan No. Manager Select All	C Show current owners ↓ Show certificates issued					
Street No Street	C Show linked owner contacts					
Town Postcode	C Show previous owners C Show previous owners From 01/12/2023 € ▼ To 31/12/2023 € ▼					
	C Show residents					
	C show moregages					
-Managed?	Show committee members					
Managed plans C Unmanaged plans C All plans	C Show current debt recovery					
	C Show debt recovery charges					
	C Show submeter lots					
	Show status certificate history					
ILotCertificat Plan # Lot # Unit # Lot Address	Name of Re.,. Status Certifi Amount Due Date of Settl					
16 6666 2 2 Sportsman	Test 14/12/2023					

Check Quick Reports Receipts for Payments Made for Certificates

1. Navigate to Quick Reports icon > Receipts tab.

2. Leave the Plan number field clear to capture all Plan, then as above that Managed Plans is selected, however all Plans will not cause an issue.

3. Enter a date range, Receipt type as "Fees collected for agency" and click the search binoculars.

4. The receipts for Status Certificates and Strata Roll fees will show. Compare the Description and Lot/Plan to the Certificates Issued list.

Imaged? Managed plans Managed plans All plans	A Quick Reports		- • •
Corporations Lots Registers Insurance R & M Receipts Payments Contacts Cr.Invoices Creditors Meetings Owners Corporation Details Plan No. Manager Select All Image: Select All <	= 		\bigcirc
Owners Corporation Details Plan No. Manager "Select All I Street No Street Town Postcode Managed? Receipt type Fees collected for agency I Managed plans All plans	Corporations Lots Registers Insurance	R & M Receipts Payments Contacts Cr.Invoices Creditors	Meetings
Plan No. Manager Select All Image: Select All	Owners Corporation Details	Other Search Criteria	
Street No Street No Town Postcode Managed? Receipt type Managed plans All plans	Plan No. Manager Select All	Received 01/12/2023 🚔 🗸 To 31/12/2023 🚔 🗸	
Town Postcode Payment by Receipt type Receipt type Receipt type C Managed plans C Unmanaged plans C All plans	Street No Street	Receipt no. Batch no.	
Managed? Output Options Output Options C Show receipts	Town Postcode	Payment by	
Managed? Output Options C Managed plans C All plans C Show receipts C Show allocation		Receipt type Fees collected for agency	
Managed plans C Unmanaged plans C All plans Show receipts C Show allocation	Managed?	Output Options	
	Managed plans C Unmanaged plans C All plans	© Show receipts C Show allocation	
Receipt # Receipt date Amount total Amount by cheque Receipt type Payment by Description Plan # Batch #		Description Description Description	
30 2023-12-14 36.50 NIL Fees collected f Test MRI Lot 2 Certificate 6666	Receipt # Receipt date Amount total Amount by	by cheque Receipt type Payment by Description Plan # Batch #	

Check General Ledger for Payments Made for Certificates

1. If you need to review the receipts further, navigate to Reports > General Ledger reports.

2. For each separate Plan, filter by selecting account 146500 and a suitable date range.

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GST registered ow Enter Plan No. or S Owners Corporation The Champions 45 Sportsman Ro COBURG VIC 3	ners corporation selected treet Name or Body Corporate Name. on 6666 ad 158	Q	Month Year Start period 11 2023 End period 11 2023
Account C Expense	G Revenue C All accounts		
Account C Expense Account number	© Revenue C All accounts	<u> </u>	Account number Name
Account C Expense Account number 142000	Revenue All accounts Name Insurance Claims Interset: Park	<u>^</u>	Account number Name 146500 Status Certificate Fees
Account C Expense Account number 142000 142300 142500	Revenue All accounts Name Insurance Claims Interest-Bank Interest-Bank Interest-on Arrears-Admin	^	Account number Name 146500 Status Certificate Fees
Account C Expense Account number 142000 142500 142500 142600	Revenue C All accounts Name Insurance Claims Interest-Bank Interest on Arrears-Admin Interest on Investments-Admin	^	Account number Name 146500 Status Certificate Fees Select an account in the
Account C Expense Account number 142000 142500 142500 142600 142600	Revenue All accounts Name Insurance Claims Interest-Bank Interest on Arrears-Admin Interest on Investments-Admin Keys, Cards, Swipes & Remotes Issued	∧ Add>	Account number Name Name 146500 Status Certificate Fees Select an account in the left column and click
Account C Expense Account number 142000 142500 142500 142800 142800 142900	Revenue All accounts Name Insurance Claims Interest-Bank Interest on Arrears-Admin Interest on Investments-Admin Keys, Cards, Swipes & Remotes Issued Laundry Receipts-Admin	Add>	Account number Name 146500 Status Certificate Fees Select an account in the left column and click Add to move it to the
Account C Expense Account number 142000 142500 142600 142600 142800 142900 143900	Revenue All accounts Name Insurance Claims Interest-Bank Interest-Bank Interest on Arrears-Admin Interest on Investments-Admin Keys, Cards, Swipes & Remotes Issued Laundry Receipts-Admin Levies Due-Admin	Add> < Remove	Account number Name 146500 Status Certificate Fees Select an account in the left column and click Add to move it to the selected list on the
Account C Expense Account number 142300 142500 142600 142600 142800 142900 143000 143100	Revenue All accounts Insurance Claims Interest-Bank Interest on Arrears-Admin Interest on Investments-Admin Keys, Cards, Swipes & Remotes Issued Laundry Receipts-Admin Levies Due-Admin Levies Due (Special)-Admin	Add > < Remove	Account number Name 146500 Status Certificate Fees Select an account in the left column and click Add to move it to the selected list on the right.
Account C Expense Account number 142000 142800 142600 142800 142800 142800 142800 143100 143100	Revenue All accounts Insurance Claims Interest -Bank Interest on Arrears-Admin Interest on Investments-Admin Keys, Cards, Swipes & Remotes Issued Laundry Receipts-Admin Levies Due-Admin Levies Due (Special)-Admin Miscellaneous Income-Admin	Add> < Remove	Account number Name 146500 Status Certificate Fees Select an account in the left column and click Add to move it to the selected list on the right.

3. Click Print or Preview to view the report.

		m	General Le	edgerAccount				
			Start D End D The Owners C	ate: 01/11/2023 late: 14/12/2023 corporation of SP 6666				
Date	Reference	Tran. type	Description	Tran. amount	GST	Debit	Credit	Balance
146500	Statu	s Certificate Fees						
01/11/2023 14/12/2023	30	Owners Corp. Receipt	Opening balance Lot 2 Certificate issued 14/12/23	36.50	3.32	0.00	33.18	0.00 -33.18

Note that it is important to list the Lot and Plan in the description of receipts when receipting funds.

31/01/2024 7:50 pm AEDT